TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
March 6, 2019 at 10:30 a.m.
MDOT Aeronautics Building, 2ⁿᵈ Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
**MINUTES**

**\*\*Frequently Used Acronyms Attached**

**Members Present:**

Derek Bradshaw, MAR, via Telephone          Jonathan Start, MTPA/KATS – Chair

Rob Surber, DTMB/CSS                                    Todd White, MDOT

**Support Staff Present:**

Roger Belknap, MDOT                                     Tim Colling, MTU/LTAP, via Telephone

Dave Jennett, MDOT                                         Polly Kent, MDOT

Gloria Strong, MDOT

**Members Absent:**

Gary Mekjian, MML

**Public Present:**

None

**1. Welcome – Call-to-Order – Introductions:**

The meeting was called to order at 10:37 a.m.  Everyone was welcomed to the meeting.

**2. Changes or Additions to the Agenda:**

None

**3. Public Comments on Non-Agenda Items:**

None

**4. Election of Committee Officers (Action Item):**

Item was tabled until next meeting.

**5.  Consent Agenda – J. Start (Action Items):**

**5.1. - Approval of the February 6, 2019 Meeting Minutes (Attachment 1)**

**Motion:**  D. Bradshaw made a motion to approve the February 6, 2019 meeting minutes; T. White seconded the motion.  The motion was approved by all members present.

**5.2. – TAMC Financial Report (Attachment 2) – R. Belknap**

R. Belknap provided a copy of the 03/02/2019 TAMC Budget Expenditure Report to the Committee for their review.

**5.3. – Local Technical Assistance Program's *"The Bridge"* Newsletter Article Schedule (Attachment 3)**

T. Colling provided the due dates for the newsletter:  First Quarter, TAMC Bridge Committee will do an article on the TAMC Culvert Pilot Project, this article has already been submitted to MTU.  Second Quarter, TAMC ACE Committee will do an article on TAMC 2018 Roads and Bridges Report, this article is due March 22, 2019 to MTU.  Third Quarter, TAMC Data Committee will do a potential article on Asset Management Plans and the TAMC AMP Template, this article is due June 3, 2019.  Fourth Quarter, no committee and no topic has been selected, this article is due to MTU on September 1, 2019.

The ACE Committee would like to do an article on the Michigan Infrastructure Council, Water Asset Management Council, and TAMC for the Second Quarter. Then do the TAMC 2018 Roads and Bridges Report article for the Third Quarter. The Committee will discuss this with Joanna Johnson, TAMC Chair, before making any changes to the current schedule.

## 6. Review and Discussion Items:

### 6.1. – TAMC Awards 2019 – R. Belknap
So far, TAMC has received one recommendation for a TAMC award. The Committee would like R. Belknap to send out a reminder in the near future regarding submitting recommendations for the awards.

**Action Item:** R. Belknap will send out a reminder to agencies, etc. regarding submitting recommendations for TAMC awards to help get as many nominations as possible.

### 6.2. – 2019 TAMC Spring Conference in Collaboration with APWA – G. Strong
The TAMC and the American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018, at the Treetop Resort in Gaylord, Michigan. APWA will hold their annual golf outing on May 21, 2018 as well as a welcoming reception where everyone attending the conference can participate. On Wednesday, May 22, 2019, TAMC and APWA will hold joint sessions. On Thursday, May 23, 2019, APWA will hold APWA only sessions. G. Strong is working with APWA conference planners on the logistics. TAMC conference attendees will lodge at the Otsego Resort approximately 5 minutes away from the Treetops Resort. The presenters have all confirmed their participation in the conference, including David Juntunen, P.E., Bridge Management Consultant, the Kercher Group, Inc. G. Strong sent out an email to presenters, Council members, and support staff to begin making their travel arrangements for the conference.

### 6.3. – TAMC Data Collection Policy and PASER Certification Benefits – R. Belknap (Attachment 4) (Action Item)
R. Belknap updated the TAMC Data Collection policy. The Metropolitan Planning Organizations and Regional Planning Organizations are required to send at least one member of the planning agency to attend the PASER/IBR training and certified raters are required to attend on-site training every fourth year and recertify by taking the certification exam. R. Belknap will add another bullet point to the policy on page 4 of the draft policy provided to the committee stating what exact trainings they will be required to take – PASER and IBR.

**Motion:** A motion was made by D. Bradshaw to amend the policy to allow the MPO/RPOs to send one person every year to training and other staff can also be certified. Instead of being certified each year, it is recommended that certification be for three years; to be recertified on the fourth year. The motion also includes the policy change of adding the extra bullet point regarding the requirement of taking PASER/IBR trainings; T. White seconded the motion. The motion was approved by all members present.

### 6.4. - Draft TAMC Policy for Submittal and Review of Asset Management Plans – J. Start/R. Belknap (Attachment 5)
Public Act 325 created new reporting and submission requirements for Asset Management Plans. T. Colling at MTU, has created a *White Paper* that will help create a policy on how agencies will submit to TAMC their asset management plans and how TAMC will assist TAMC support staff with the review of asset management plans. R. Belknap created a draft TAMC policy for the submittal and review of asset management plans. J. Start shared a written description of eight (8) concerns that he had with the draft policy. The committee feels the Council will also need to look at how they will address other infrastructure (including culverts and signals) in the asset management plans. Due to the lack of meeting time, it was decided that the committee will review the draft policy along with J. Start's comments and provide feedback to R. Belknap who will make the necessary changes to the policy to present the revised policy at the next ACE Committee meeting.

**Action Item:** TAMC ACE Committee members must review the draft policy along with J. Start's suggested changes and provide any comments to R. Belknap before the next April 10, 2019 ACE Committee Meeting.

**Action Item:** Support staff will revise the policy per ACE Committee members comments and bring the revised policy to the next ACE Committee meeting.

### 6.5. – Central Data Agency Task List and Budget – R. Belknap/R. Surber (Attachment 6)

There were three items that were discussed at the last TAMC Data Committee meeting and CSS was asked to provide how long it would take to accomplish these tasks and how it would affect the budget. CSS provided an estimated budget report stating it would cost $10,200 to add warranty projects in the IRT; it would cost $7,200 to show on the interactive map three-year projects, and lastly, it would cost $3,200 to add MPO layers on the IRT dashboards. The CSS tasks and related budgets to each task was reviewed and discussed. The ACE Committee likes the budget planning from CSS as this shows them any remaining unspent funds that can be used for other assignments for CSS.

**Motion:** D. Bradshaw made a motion for the Committee to forward on to full Council their recommendation to approve CSS to proceed with doing three items as stated above – IRT Warranty Projects ($10,200), Three-year Projects on the interactive map ($7,200), and MPO layers added onto the IRT dashboards ($3,200); T. White seconded the motion. The motion was approved by all members present.

### 6.6. - TAMC June 5, 2019 Strategic Planning Session/FY 2020-2022 TAMC Work Program – J. Start

The Council will need to discuss how the structure of the work program ties in with the budget at the June 5, 2019, TAMC Strategic Planning Session. The Committee would like to create a process for when and how TAMC creates it budget.

P. Kent provided a draft work program for discussion with additional notes showing specific to each of the tasks, budgeted costs (if any to TAMC), frequency, who is responsible to handle the task, and year(s) of completion. R. Surber requested that a column be added to the work program of reference numbers that relate to the past work program.

### 6.7. – 2018 TAMC Annual Report Update – D. Jennett

D. Jennett got cost estimates for two different sizes of the next annual report. The larger size as made last year cost $13.25 per copy and if made into a smaller size (half the size) it will cost $10.50 per copy. He asks that the Committee think about what size they would prefer that the report be made for the 2018 report.

## 7. Public Comments:
None

## 8. Member Comments:
None

## 9. Adjournment:
The meeting adjourned at 11:58 a.m. The next meeting will be held April 10, 2019 at 10:30 a.m., 2700 Port Lansing Road, 2nd Floor Commission Conference Room, Lansing, Michigan.

| TAMC FREQUENTLY USED ACRONYMS: | |
|---|---|
| AASHTO | AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS |
| ACE | ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE) |
| ACT-51 | PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY. |
| ADA | ADULTS WITH DISABILITIES ACT |
| ADARS | ACT 51 DISTRIBUTION AND REPORTING SYSTEM |

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|---|---|
| **BTP** | BUREAU OF TRANSPORTATION PLANNING (MDOT) |
| **CFM** | COUNCIL ON FUTURE MOBILITY |
| **CPM** | CAPITAL PREVENTATIVE MAINTENANCE |
| **CRA** | COUNTY ROAD ASSOCIATION (OF MICHIGAN) |
| **CSD** | CONTRACT SERVICES DIVISION (MDOT) |
| **CSS** | CENTER FOR SHARED SOLUTIONS |
| **DI** | DISTRESS INDEX |
| **ESC** | EXTENDED SERVICE LIFE |
| **FAST** | FIXING AMERICA'S SURFACE TRANSPORTATION ACT |
| **FHWA** | FEDERAL HIGHWAY ADMINISTRATION |
| **FOD** | FINANCIAL OPERATIONS DIVISION (MDOT) |
| **FY** | FISCAL YEAR |
| **GLS REGION V** | GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION |
| **GVMC** | GRAND VALLEY METRO COUNCIL |
| **HPMS** | HIGHWAY PERFORMANCE MONITORING SYSTEM |
| **IBR** | INVENTORY BASED RATING |
| **IRI** | INTERNATIONAL ROUGHNESS INDEX |
| **IRT** | INVESTMENT REPORTING TOOL |
| **KATS** | KALAMAZOO AREA TRANSPORTATION STUDY |
| **KCRC** | KENT COUNTY ROAD COMMISSION |
| **LDC** | LAPTOP DATA COLLECTORS |
| **LTAP** | LOCAL TECHNICAL ASSISTANCE PROGRAM |
| **MAC** | MICHIGAN ASSOCIATION OF COUNTIES |
| **MAP-21** | MOVING AHEAD FOR PROGRESS IN THE 21$^{ST}$ CENTURY (ACT) |
| **MAR** | MICHIGAN ASSOCIATION OF REGIONS |
| **MDOT** | MICHIGAN DEPARTMENT OF TRANSPORTATION |
| **MDTMB** | MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET |
| **MIC** | MICHIGAN INFRASTRUCTURE COMMISSION |
| **MITA** | MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION |
| **MML** | MICHIGAN MUNICIPAL LEAGUE |
| **MPO** | METROPOLITAN PLANNING ORGANIZATION |
| **MTA** | MICHIGAN TOWNSHIPS ASSOCIATION |
| **MTF** | MICHIGAN TRANSPORTATION FUNDS |
| **MTPA** | MICHIGAN TRANSPORTATION PLANNING ASSOCIATION |
| **MTU** | MICHIGAN TECHNOLOGICAL UNIVERSITY |
| **NBI** | NATIONAL BRIDGE INVENTORY |
| **NBIS** | NATIONAL BRIDGE INSPECTION STANDARDS |
| **NFA** | NON-FEDERAL AID |
| **NFC** | NATIONAL FUNCTIONAL CLASSIFICATION |
| **NHS** | NATIONAL HIGHWAY SYSTEM |
| **PASER** | PAVEMENT SURFACE EVALUATION AND RATING |
| **PNFA** | PAVED NON-FEDERAL AID |
| **PWA** | PUBLIC WORKS ASSOCIATION |
| **QA/QC** | QUALITY ASSURANCE/QUALITY CONTROL |
| **RBI** | ROAD BASED INVENTORY |
| **RCKC** | ROAD COMMISSION OF KALAMAZOO COUNTY |
| **ROW** | RIGHT-OF-WAY |
| **RPA** | REGIONAL PLANNING AGENCY |
| **RPO** | REGIONAL PLANNING ORGANIZATION |
| **SEMCOG** | SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS |
| **STC** | STATE TRANSPORTATION COMMISSION |
| **STP** | STATE TRANSPORTATION PROGRAM |
| **TAMC** | TRANSPORTATION ASSET MANAGEMENT COUNCIL |
| **TAMCSD** | TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION |

| **TAMP** | TRANSPORTATION ASSET MANAGEMENT PLAN |
|----------|--------------------------------------|
| **TPM**  | TRANSPORTATION PERFORMANCE MEASURES  |
| **UWP**  | UNIFIED WORK PROGRAM                  |